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TO: Montana Educators

FROM: Sharon Houle, CRT Program Manager  
Susan Moore, CRT-Alternate Program Manager

RE: Criterion-Referenced Tests and Criterion-Referenced-Alternate  
Tests Standard Setting

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As part of the MontCAS, Phase 2 Criterion-Referenced Tests (CRT) program, Montana's Office of Public Instruction and its contractor, Measured Progress, will conduct standard setting. Standard setting is a process of setting cut scores for the four Montana proficiency levels of Advanced, Proficient, Nearing Proficiency, and Novice. Standard setting for the regular CRT program will be held June 21 & 22 for Grades 4, 8, and 10 and July 26 and 27 for Grades 3, 5, 6, and 7. Standard setting for the CRT-Alternate program will be held June 20-22 for Grades 3, 4, 5, 6, 7, 8, and 10. All sessions will be at the Red Lion Colonial Hotel in Helena. We invite all interested Montana teachers and administrators with the appropriate content and grade level experience to apply to participate in this important standard setting process. We also request that you inform teachers and administrators on your staff or other Montana educators in your system about standard setting and encourage their application. We need a group of Montana educators representative of the Montana population and geography to participate in this very important stage of the CRT and the CRT-Alternate.

The standard setting process for reading and mathematics will be divided into the following three sessions:

- Session One, CRT Standard Setting, will be held on Wednesday, June 21 and Thursday, June 22. The sessions will begin at 8:30 a.m. and end at 4 p.m. on both days. (Grades 4, 8, and 10)
- Session Two, CRT-Alternate Standard Setting, will be held on Tuesday, June 20 - Thursday, June 22. The sessions will begin at 8:30 a.m. and end at 4 p.m. on each day. (Grades 3, 4, 5, 6, 7, 8, and 10)
- Session Three, CRT Standard Setting, will be held on Wednesday, July 26 and Thursday, July 27. The sessions will begin at 8:30 a.m. and end at 4 p.m. on both days. (Grades 3, 5, 6, 7)

These standard setting sessions will provide an excellent professional development opportunity for the educators who participate. All participants will receive training in the method selected to set standards. An honorarium of \$100 will be offered to standard setting participants for their participation in the two-day or three-day session. Honoraria will be mailed to participants thirty days after the completion of the session. A complimentary continental breakfast and lunch will be served daily. Mileage to and from the hotel will be reimbursed at \$.445 cents per mile. Overnight accommodations and reimbursement for evening meals will be provided to participants traveling in excess of 90 miles. (Please remember to save receipts.) In addition, participants will receive renewal units. Participants will be required to attend the entire two-day or three-day session (CRT or the CRT-Alternate) in order to receive the honorarium, reimbursements, and renewal units.

Montana educators who would like to be involved in the CRT and CRT-Alternate standard setting processes may select to attend either Session One, Session Two, or Session Three by completely filling out the online application form by May 4, 2006. (<http://iservices.measuredprogress.org>; Select Montana; Select Standard Setting Application) CRT participants may attend Session One and Session Three as long as they keep within their grade spans.

Measured Progress will be selecting participants based on a psychometric sampling plan; therefore, applicants may or may not be selected to participate in the standard setting program. Approximately 60-90 Montana educators are needed for each session, therefore, we welcome your participation. Confirmation letters will be mailed by May 24, 2006, to the applicants' home addresses with detailed information.

Thank you for your assistance in promoting this professional development opportunity.